

**STATE OF CALIFORNIA  
DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT  
DUTY STATEMENT**

Employee Name	Classification Name	Position Number
Vacant	Assoc. Govt. Program Analyst (AGPA)	256-5393-XXX
Division/Unit	Date	Prior Incumbent
Community Services Div/Field Ops	December 1, 2011	Prior Pos # (if applicable)

**SUMMARY OF RESPONSIBILITIES**

Under the direction of the Staff Services Manager I, the incumbent will be part of a team that is responsible for maintaining the effective administration of the Community Services Block Grant (CSBG), CSBG Discretionary Initiatives, and other programs as developed within the Community Services Division. The incumbent monitors, evaluates, and provides training to the CSBG funded entities which consists of Community Action Agencies (CAA's) comprised of private non-profit and local government entities, Migrant Seasonal Farm worker (MSFW), Native American Indian (NAI) and Limited Purpose Agencies (LPA's) and local organizations funded by other federal and state programs. The incumbent is responsible to ensure the assigned contractors are in compliance with the provisions of Federal and State laws and regulations, and contract requirements. The AGPA serves as the team leader or lead analyst on monitoring visits and special projects and is charged as being a subject matter expert on specific programs and initiatives. The incumbent is assigned the more difficult or sensitive contracts which:

- Requires the incumbent to travel to all areas of California at least 50% of the time.
- Have complex delivery systems and/or require specific training and assistance to correct administrative and/or programmatic deficiencies.
- Receive substantially larger grants and provide a greater variety of services designed to assist California's eligible low-income residents to become self-sufficient.

Duties include, but are not limited to, the following:

**Description of Essential Functions:**

**75% Compliance Responsibilities**

- Monitor and evaluate contractor's progress through the analysis of expenditure data, programmatic progress, closeout reports and other applicable data submitted by the contractors.
- Conduct secondary review and analysis of expenditure data processed by technical staff. Personally resolve complex issues.
- Conduct ongoing monitoring and communication with assigned contractors to ensure the contractors are in compliance with all applicable laws, regulations, and contract requirements of their funded programs.
- Evaluates and monitors contractors' progress by conducting on site monitoring visits and desk reviews.
- In preparation for a site visit and desk review, conduct an analysis of expenditures, programmatic progress, and closeout and/or audit reports.
- Identify and make recommendation for agencies to be case managed and inform Field Operations Manager.
- Prepares written on-site monitoring report which may include findings, recommendations and required corrective action with timeframes for implementation and the identification of training and technical assistance needs and best practices.

- Ensure the monitoring report is distributed to contractors within the required timeframes. Implement the necessary courses of action to correct any identified deficiencies. Conduct follow-up of applicable outstanding findings and/or recommendations to ensure resolution and closure.
- Identify agencies that require training and technical assistance. Make recommendation to Field Operations Manager on training topics and trainers.
- Conduct analysis and approval of documents submitted by the contractor including, but not limited to contracts, Community Action Plans, Closeout Reports, request for budget and work plan amendments and/or modifications, and responses to desk and monitoring reports.
- Follow up with Contractors to ensure documentation is submitted to CSD timely.
- Inform Contractors in a timely manner of the approval of documents and/or if additional information is required.
- Provide training and technical assistance on new and revised CSD policies and procedures, and Federal and State laws to contractors through individual consultations, workshops, and conferences.
- Remain knowledgeable of all new federal and state guidance on compliance issues to ensure current and correct information is provided to assigned contractors.
- Remain knowledgeable of characteristics of assigned contractors and their unique populations, i.e., Native American Indian, Migrant Seasonal Farmworkers, Limited Purpose Agencies, etc.

## **25% Related Functions**

- Conduct analytical studies and prepares issue memos containing findings and/or recommendations, and impact statements on issues that include, but are not limited to, the implementation and administration of service delivery contracts statewide; and the analysis of legislation that may impact program activities.
- Develop special reports in response to inquiries from Division Manager, CSD Executive Staff, members of legislative policy and fiscal committees, and control agencies.
- Conduct preliminary analysis of discretionary requests submitted contractors applying for funding.
- Conduct analysis of proposals submitted by public and private nonprofit agencies applying for funding under CSD's various programs.

### **Supervision Received:**

Incumbent receives supervision from the Field Operations Unit's Staff Services Manager I and may receive direction from the Community Services Division's Staff Services Manager II.

### **Supervision Exercised:**

None.

### **Administrative Responsibility:**

Adhere to all applicable Federal and State law and/or regulations related to contracts that include Community Services Block Grant (CSBG), and Prisoner Reentry Initiative (PRI). Also adheres to departmental and unit policies and procedures.

### **Personal Contacts:**

The incumbent is in daily contact with departmental management and program staff, CSD's contract network, and other Federal and State agency personnel.

### **Actions and Consequences:**

Failure to comply with or assure compliance with applicable Federal or State law regulations, and other contract requirements may result in the loss of funding, ineffective services to contractors and the low-income population served.

**Job Requirements:**

**Travel to all areas of California at least 50 % of time.**

The ability to perform the essential functions of the job either with or without reasonable accommodations including communicate effectively, comprehend, evaluate and follow written and oral instructions, use personal computers.

**Performance Expectations:**

- Represent CSD in a positive and professional manner.
- Develop and finalize onsite monitoring and desk review schedule by the 1<sup>st</sup> quarter (March) of each calendar year.
- Ensure contractors are given a minimum of thirty days written notice before an on-site monitoring or desk review is conducted.
- Ensure all Monitoring Reports are submitted to the Field Operations Manager by established due dates.
- Ensure desk review reports are submitted to the Field Operations Manager by established due dates.
- Ensure that contractor working files are kept up to date with current EARS Reports, Emails, Notes and other information as needed to maintain an active and informative working file.
- Ensure that work products are completed and submitted accurately and timely to Field Operations Manager.
- Inform the Field Operations Manager of extenuating circumstances that will delay the completion of an assigned work product before the due date.
- Maintain a weekly meeting with Field Operations Manager to go over all work in process and all work that needs to be completed.
- Plan and attend regularly scheduled Unit, Division and Community Services Advisory Committee (CAC) meetings.
- Travel to all areas of California as assigned, and as needed.
- Be a Team Player - Cooperate to achieve the department's mission, vision and goals by leading and actively contributing to intradepartmental project teams.
- Work cooperatively with Departmental staff.
- Remain informed on current issues dealing with poverty, and the issues facing the Network.
- Keep Field Operations Manager informed of any identified or potential contractor issues.
- Work with your Supervisor to ensure that pre on-site and post-debriefing meetings are scheduled with applicable CSD management to discuss course of actions and recommendation for agencies identified as having potential areas of concern.
- Keep Field Operations Manager informed.
- Work in close collaboration with the Audit Staff on any issues concerning individual Agencies.
- Work in close collaboration with the PDTs Staff and all units of the Department.

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Supervisor's Signature  
Title

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Date

**I have read and understand the duties assigned as described above.**

**YES**

**NO**

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Can you perform the essential functions of the position with or without reasonable accommodation?

**(If reasonable accommodation is necessary, please complete a Reasonable Accommodation Request Form from the Human Resource Office, Reasonable Accommodation Coordinator.)**

\_\_\_\_\_  
Signature of Incumbent

\_\_\_\_\_  
Date